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29 SEP 1982

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (22-28 September 1982)

Classification Review Division

The Division reviewed 19 OSS documents (36,783 index cards), five manuscripts (50 pages) for the Publications Review Board, and two documents (3 pages) for the Information and Privacy Division.

*The OSS Review Team was presented a Meritorious Unit Citation on 28 September by the Acting DCI. The Team as a whole will have accumulated a total of 475 years of government service when their current contracts are completed on 30 September 1982.

Records Management Division

Seventy-five hours of overtime were used at the Records Center in moving 4,500 records boxes so that servicemen could complete the repairs required on the moveable shelves.

Approximately 120 cubic feet of material were destroyed in the hammermill.

An RMD representative attended a meeting of the Micrographics Working Group, Information Handling Committee, during which a draft of the Micrographics Standard was reviewed. This standard has been expanded in content and will be used throughout the Intelligence Community when published.

At the request of the DDA Records Management Officer, the Records Systems Branch prepared a breakdown by office of the active forms assigned to the Directorate of Administration. The overall total for the DDA is 1,020 active forms out of a grand total of 2,030 for the Agency.

The Offices of Logistics and Finance requested assistance from the Information Technology Branch (ITB) in locating a number of their respective records. ITB searched its ARCINS data base and forwarded the resulting information.

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from background.

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The Division's workload involved 124 active jobs on which 54 separate actions were taken, including the beginning of eight new issuances and the submission of three to OGC for final legal concurrence.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

EXO/OIS: (29 Sep 82)

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